

18 August 1978

MEMORANDUM FOR: Michael J. Malanick
Associate Deputy Director for Administration

SUBJECT: Request for Full-Time Academic Training -
[REDACTED]

25X1A

1. I request approval for Agency-sponsored academic training at the George Mason University. I have been employed with the Agency for almost 15 years and throughout my career my fitness reports have been Strong to Outstanding and, more recently, consistently Outstanding. I am interested in this training to further enhance my value to the Agency and to expand my chances for further advancement. My hope is to continue my advancement within the Finance career field.

2. The following detailed information is provided:

a. Estimated cost of tuition is \$1409. This estimate includes \$1184 for 16 courses (48 semester hours) of tuition and \$225 for books.

b. I would attend the following classes at George Mason University. This plan has been coordinated with Ms. Donna Bafundo, academic advisor at George Mason:

- Intermediate Accounting I
- Introduction to Data Processing
- Principles of Management
- Business Communications
- Business Law I
- Intermediate Accounting II
- Cost Accounting
- Business Law II
- Principles of Marketing
- Computer Languages and Data Structures
- Auditing
- Institutional and Governmental Accounting
- Labor-Management Relations
- Advanced Accounting
- Personnel Administration
- Mathematics of Management

These courses are tentative since their availability and scheduling are not yet known. It is noted that I am choosing courses that are all business and finance related.

c. To date, I have completed 72 hours of work, 9 of which have been sponsored by the Agency.

d. Attendance would be at the George Mason University campus for the academic year beginning 30 August 1978 and ending January 1980.

3. My career objectives with the Agency are to become an effective and valuable Finance officer. I believe that my past and present performance attest to my career dedication, and I believe I will be better able to contribute to the Agency through my attainment of a balanced academic education in the business/finance area.

Associate Deputy Director for Administration

Date

Distribution:

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ROUTING AND RECORD SHEET

DD/A Registry

SUBJECT: (Optional)

Request for Full-Time Academic Training

File *Training-5*

FROM:

O/DDA

EXTENSION

NO.

25X1A

DATE 18 August 1978

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.
D/OF

2.

3.
ADDA

21 AUG 1978

4.

5.
DDA/CMO

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7.
DDA/BS

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9.
D/OTR

10.

11 OTR-SS/TSD
Attention: Ms. [REDACTED]
826 Chamber of Commerce

12.

13.

14.

15.

25X1A

*Per agreement with the
D/Finance [REDACTED]
will be pushed up as
an OF career and
will be sponsored by OF
on this endeavor.*

Michael J. Malanick
Associate Deputy Director
for Administration

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